



## **RETAIL STORE MANAGER I**

### **NEW HAMPSHIRE LIQUOR COMMISSION**

**Hours vary including daytimes, evenings and weekends are required**

**Position # 14080**

**Lee, NH**

**\$30,555.20 to \$35,609.60**

**The New Hampshire Liquor Commission is accepting applications for the Retail Store Manager I position located at 60 Calef Highway, Unit #4, Lee NH 03861**

#### **PLEASE INDICATE ON YOUR APPLICATION WHAT POSITION & LOCATION YOU ARE APPLYING FOR**

The Retail Store Manager I will perform routine supervisory duties in assisting with the operation of a New Hampshire Retail Outlet Store, to ensure exceptional customer service satisfaction, maximize profits, and implement all New Hampshire Liquor Commission rules and policies.

**For more details please contact Cathy Thornton, Human Resources, at (603) 230-7052 or email [hr@liquor.state.nh.us](mailto:hr@liquor.state.nh.us).**

**Position closes: August 12, 2013**

#### **MINIMUM QUALIFICATIONS:**

**Education:** Graduation from high school or G.E.D. equivalent. Each additional year of approved formal education may be substituted for one year of required work experience

**Experience:** Three years' experience in a position involving public contact work and retail store experience, one year of which shall have been in a supervisory position.

**License/Certification:** Valid driver's license required to travel to different store locations.

#### **Special Requirements:**

- Frequent physical effort required in continuous lifting of material up to 25 pounds with frequent lifting of cases of liquor weighing up to 60 pounds.
- Applicants must be able to satisfactorily undergo a state police criminal records check.
- Knowledge of Wine products is helpful
- Applicant must have attained 18th birthday on or before date of application.

**The following items are a requirement and need to be completed as a condition of employment:**

- Criminal records check
- Reference check

**These checks will be performed at the Liquor Commission's expense, and will be performed for new hires, transfers and promotions if one has not been completed in the last 12 months.**

**All employees will have these background checks completed.**

**HOW TO APPLY:** An official application for employment may be obtained from and returned to New Hampshire Liquor Commission, Human Resources, 50 Storrs Street, PO Box 503, Concord, New Hampshire, 03302-0503 (603) 230-7052. [hr@liquor.state.nh.us](mailto:hr@liquor.state.nh.us) and is available on the Internet at <http://www.nh.gov/liquor/employment.shtml>.

**\*\*\* In order to receive credit for post-secondary education, a copy of official transcripts with a seal and/or a signature MUST be included with the application. If copies of transcripts have been requested please reference this and have them forwarded to the Human Resources office at the recruiting agency. \*\*\***